

Date 05/20/2008

**Environmental Management Consolidated Business Center (EMCBC))****Subject: Technical Qualification Program**

Program Description

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PURPOSE

The purpose of this program description is to develop, maintain and administer a formal, comprehensive Technical Qualification Program (TQP) for the U.S. Department of Energy Environmental Management Consolidated Business Center (DOE-EMCBC) personnel, and EMCBC Service Level Agreement (SLA) site personnel. The TQP will be used to enhance the technical capability of personnel and promote overall technical excellence and continued professional growth in support of the Environmental Management (EM) mission and to better ensure the protection of workers, the public, and the environment.

2.0 SCOPE

This program description applies to all EMCBC technical personnel whose duties or responsibilities require participation in the TQP. It also applies to Service Level Agreement (SLA) sites which choose to adopt this program description.

3.0 APPLICABILITY

This TQP is mandatory for, and applies to EMCBC and SLA site staff positions where the duties and responsibilities require the incumbent to provide assistance, guidance, direction, oversight, or evaluation of contractor activities that could affect the safe operations of a defense nuclear facility, or to other employees with similar functions at a non-defense nuclear facility. The process described in this TQP must be followed for all EMCBC and SLA site employees who participate in the program.

4.0 REQUIREMENTS and REFERENCES**4.1 Requirements**

4.1.1 DOE O 252.1, Technical Standards Program, November 19, 2001

4.1.2 DOE O 360.1B, Federal Employee Training, October 11, 2001

4.1.3 DOE M 360.1-1B, Federal Employee Training Manual, May 18, 2004

4.1.4 DOE-TSPP-1, Technical Standards Program Responsibilities,
August 1, 2000

- 4.1.5 DOE M 426.1-1A, Federal Technical Capability Manual, May 18, 2004
- 4.1.6 DOE P 426.1, Federal Technical Capability Policy for Defense Nuclear Facilities, dated December 10, 1998
- 4.1.7 DOE P 450.4, Safety Management System Policy, October 15, 1996.
- 4.1.8 The Handbook for Senior Technical Safety Manager Positions, July 7, 1999.
- 4.1.9 Senior Technical Safety Manager Reference Guide May 2007 Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 2004-1, Oversight of Complex, High-Hazard Nuclear Operations
- 4.1.10 Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 93-3, Improving DOE Technical Capability in Defense Nuclear Facilities Programs, June 1993
- 4.1.11 DOE Revised Implementation Plan for Defense Nuclear Facilities Safety Board (DNFSB) Recommendations 93-3, Improving DOE Technical Capability in Defense Nuclear Facilities Programs, May 1998
- 4.1.12 DOE-HDBK 1203-97, Guide to Good Practices For Training of Technical Staff and Managers, January 1997
- 4.1.13 DOE-HDBK 1204-97, Guide To Good Practices For Development of Test Items, January 1997
- 4.1.14 DOE-HDBK 1205-97, Guide To Good Practices For The Design, Development, And Implementation of Examinations, January 1997
- 4.1.15 DOE Technical Qualification Standards; A list of the Functional Area Qualifications Standards (FAQS) are listed in Attachment A to this procedure.

4.2 References

- 4.2.1 IP-361-01, Rev. 1, DOE-EMCBC Training, and Qualification for Federal Employees, October 11, 2007
- 4.2.2 IP-410-01, Rev.1, DOE-EMCBC Correspondence and Commitment Control and Tracking, May 30, 2006
- 4.2.3 IP-243-03, Rev. 1, DOE-EMCBC Identifying and Maintaining Records, March 12, 2007

4.2.4 PL-442-01, Rev. 1, DOE-EMCBC Federal Employee Occupational Safety, and Health Program, April 16, 2007

5.0 DEFINITIONS & ACRONYMS

- 5.1 Competency-to-Course Matrix: Those knowledge, skills, and abilities, which an individual must possess before he or she may independently perform job-related duties and responsibilities. Each competency requirement has a corresponding qualification standard developed to measure the level of employee's performance.
- 5.2 Defense Nuclear Facility: All reactor and non-reactor nuclear facilities which are, or have been, involved in defense-related activities for DOE.
- 5.3 DOE Functional Area Qualification Standards (FAQS): The FAQS consist of competency statements, mandatory performance activities, and supporting knowledge and skill statements specific to a technical functional area that provides minimum requisite competency to perform technical management, oversight, or operations of a defense nuclear facility.
- 5.4 DOE General Technical Base Qualification Standard (GTBQS): The GTBQS consists of competency and supporting knowledge and skill statements in five (5) fundamental topical areas that provide minimum requisite competency requirements. It serves as a base qualification standard and is a prerequisite for all TQP participants. Completion of GTBQS requirements helps to ensure that participants are prepared to meet the next level of technical competency requirements contained in the FAQS. Adherence to the GTBQS ensures that all personnel enrolled in the TQP have a common level of technical knowledge.
- 5.5 Equivalencies: An equivalency is a waiver of a new learning activity required to support a competency statement identified in a qualification standard. Equivalencies are based on objective evidence that the participant meets the intent of the competency statement through previous education, training, certification, professional registration, or demonstrated experience. Objective evidence includes a combination of college transcripts, certification and in some cases, a knowledge sampling demonstrated through a written and/or oral examination. Equivalencies are maintained as part of the TQP participant's technical capability record.
- 5.6 Federal Technical Capability Panel (FTCP): Oversees the implementation of the Department's Federal Technical Capability Program. The FTCP is chaired by a Senior Technical Safety Manager (STSM) and consists of STSMs from offices participating in the TQP. Specific responsibilities include interfacing with the Defense Nuclear Facility Safety Board (DNFSB) and review and approval of the Department's general technical base qualification standard, and functional area qualification standards.

- 5.7 Individual Development Plan (IDP): An individually tailored plan established between a supervisor and employee outlining the employee's short and long-term career objectives and certain time frames for achieving these objectives. The purpose of the IDP is to increase the current proficiency, development, and progression of the employee.

- 5.8 Needs Analysis: Process by which a position's tasks, duties, and responsibilities are analyzed to identify the formal training, self-study, required reading, or on-the-job training which will improve the incumbent's knowledge and skills to perform the job.

- 5.9 Office-Facility Specific Technical Qualification Standards (OSS): A list of competency statements and supporting knowledge and skills specific to an individual project or office. The standard is developed and approved by management. These qualification standards build upon the department-wide functional area qualification standards for a position and are based upon a functional analysis of specific position requirements. These standards shall be developed by each Project/Program Office.

- 5.10 Oral Board: An oral examination covering a broad area of knowledge (at the job level versus task or duty area) involving the questioning of the TQP candidate by one or more examiners. The Oral Board consists of at least three persons. Board members should include, as applicable: STSM, supervisor, subject matter expert, and qualifying official.

- 5.11 Performance Appraisal Plan (PAP): Document of all written or otherwise-recorded performance elements that set forth the expected performance of an individual employee. The plan includes both critical and non-critical elements and the associated performance standard. The performance standard establishes the management approved expectation of performance threshold(s), and requirement(s) that must be met for the employee to be appraised at a particular level of performance. Both the elements and the standards should be specific, measurable, and achievable and results oriented.

- 5.12 Position Description (PD): Documents the major duties, responsibilities, and organizational relationships of a position. The PD also includes the knowledge, skills, and abilities (competency requirements) that an employee must possess in order to independently perform the duties and responsibilities of the position.

- 5.13 Qualification: Knowledge and skills gained through education, learning activities and experience that, when measured against established FAQS, ensure a TQP participant is competent to perform the requisite functions, duties, and responsibilities of the position.

- 5.14. Qualifying Official: An individual who signs a qualification record to verify that an employee can demonstrate proficiency in a given competency or series of competencies. The employee supervisor may serve as the qualifying official. In addition, the supervisor may recommend other individuals to serve in this role,

based upon the individual's operational and program knowledge in certain competencies. The EMCBC will provide training to qualifying officials on the duties and responsibilities of that function. The EMCBC Director will designate qualifying officials in writing. The Qualifying Official needs to be at a specific Grade Level – GS-13 and above.

- 5.15 Senior Technical Advisor (STA): Serves as the advisor to the EMCBC Director on technical matters including those related to environment, safety and health. Represents the EMCBC as an Agent on the Department of Energy's Federal Technical Capability Panel. The Senior Technical Advisor also oversees the implementation of the EMCBC-TQP and ensures compliance with the Department's commitments.
- 5.16 Technical Capability: The necessary knowledge, skills, and abilities to effectively perform specific duties and responsibilities.
- 5.17 Technical Capability Program: To recruit, deploy, develop, and retain Federal employees with the necessary technical capabilities to safely accomplish the Department's mission and responsibilities.
- 5.18 Technical Personnel: Federal personnel who hold positions that require TQP certification. Technical areas of expertise are defined in the Functional Area Qualification Standards (FAQS) listed in Appendix A to this procedure. Technical personnel may be line management, or may be support personnel.
- 5.19 Technical Qualification Record (TQR): A document used to record an employee's requirement for qualification and the employee's progress toward completion of those requirements. The sections of the TQR are "General Technical Base Qualification Standard," "Functional Area Qualification Standard," and "Office/Site/Facility Specific Standard" qualification requirements. In addition, the TQR has a fourth section, "Final Technical Qualification." (Attachment B).
- 5.20 TQP Participant: Incumbents of TQP positions or new hires into TQP positions who are required to meet the requirements for certification under their assigned FAQS within 18 months of entering the position.
- 5.21 Training Committee: The EMCBC Training Committee provides corporate program direction for EMCBC training activities, including the effective use of resources to conduct such activities in support of the EMCBC Strategic Plan. The Training Committee supports the Director by ensuring the organization has a competent and skilled workforce to meet the mission needs and challenges of the DOE Environmental Management Programs

6.0 RESPONSIBILITIES

6.1 EMCBC Director:

- 6.1.1 Has overall responsibility for assuring implementation of the TQP for DOE-EMCBC and SLA site personnel adopting this procedure.
- 6.1.2 Delegates responsibility to Supervisors for the management of the TQP.
- 6.1.3 Appoints a representative and alternative to serve as the EMCBC agent(s) to the DOE Technical Capability Panel in order to fulfill the responsibilities in DOE M426.1-1A.

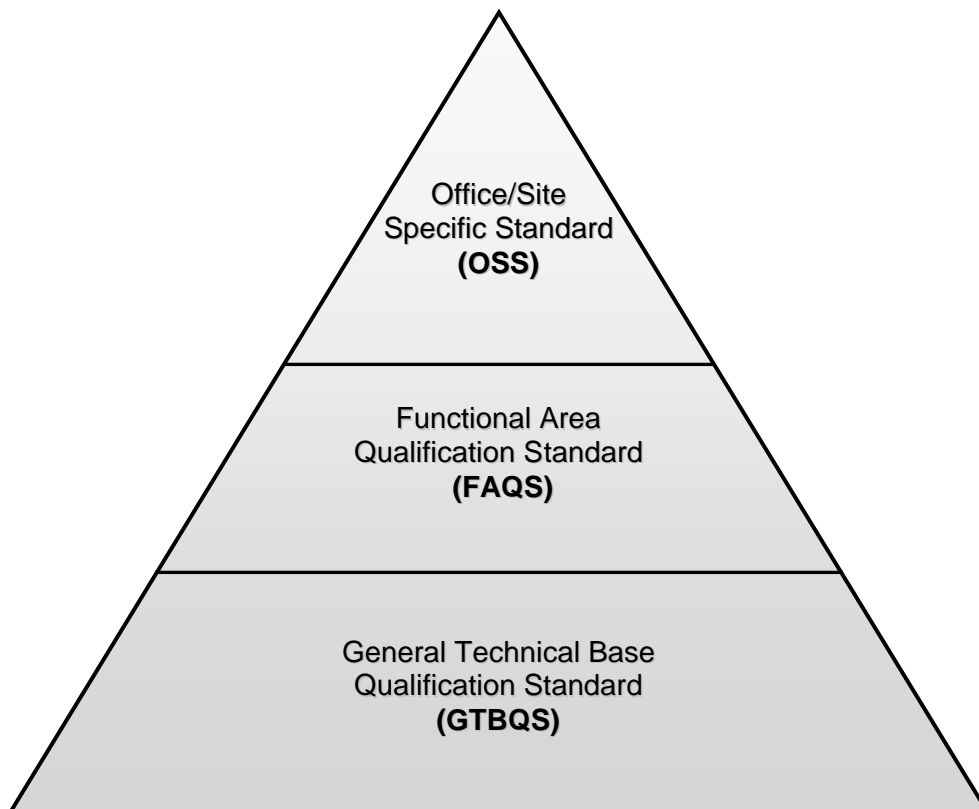
6.2 Supervisors:

- 6.2.1 Designate the EMCBC and SLA site positions that are required to participate in the TQP.
- 6.2.2 Coordinates the positions with the Office of Human Resources to ensure that the training and qualification program requirements are in accordance with the Office of Personnel Management criteria.
- 6.2.3 Designates, in writing, positions and employees requiring qualification under DFNSB recommendation 93-3 (Improving DOE Technical Capability in Defense Nuclear Facilities Programs, June 1993).
- 6.2.4 Approve competency equivalencies in conjunction with the EMCBC Assistant Director, Office of Technical Services or his/her designee.
- 6.2.5 Approve the office/facility-specific qualification standard.
- 6.2.6 Sign qualification program certificates of completion (Attachment C).
- 6.2.7 Serve as designated qualifying officials, in addition to appointing qualifying officials, for their organization and/or site.
- 6.2.8 Approve revisions to PDs, IDPs, and TQRs, ensuring the PDs document TQP requirements for positions requiring such certification.
- 6.2.9 Approve request for extension to the 18-month completion period for TQP certification, as appropriate.
- 6.2.10 Verify, through tests or other means, that employees have obtained the level of competency needed upon completion of the assigned FAQs.

6.3 TQP Participants:

- 6.3.1 Incumbents of TQP positions or new hires into TQP positions are required to enroll in the EMCBC TQP and complete the qualification program requirements of the program within 18 months of entering such positions. Extensions may be granted for unavoidable issues such as military leave, details, sickness, and changes in organization or position responsibilities, training, or travel resource constraints.
- 6.3.2 Employees required to enroll in the TQP must work with their supervisor to determine requirements needed to meet the TQP competencies and to ensure that those requirements are included in each employee's IDP.
- 6.3.3 Employees required to enroll in the EMCBC TQP who cannot meet the 18 month completion requirement must justify (in writing for the record) the non-timely completion and obtain approval from the Supervisor for an extension.
- 6.3.4 All enrollees in the TQP are required to meet the challenge of the appropriate levels of qualification requirements described. All TQP participants are required to complete the General Technical Base Qualification Standard (DOE-STD-1146-2007), and at least one FAQS that is determined to be appropriate to each employee's position (to be determined by the supervisor and the employee). In addition, all TQP participants are required to complete the EMCBC OSS and/or site-specific standards. The preferred method for completing the GTBQS is through the DOE On-Line Learning Center. Completion generally takes 1-3 days and can be done in segments. Upon completion, the employee should print out the certificate and obtain the supervisor's signature as "instructor." The supervisor may ask questions to verify individual competencies, before signing off on the completion certificate. The qualifications standards are depicted in Figure 1.
- 6.3.5 EMCBC and SLA site TQP participants shall participate in specific re-qualification training and continuing education and training as necessary to improve their performance, proficiency and effectiveness to ensure that they stay up-to-date on changing technology and new requirements. Several FAQS require periodic requalification requirements or point systems to demonstrate that qualifications remain current.

Figure 1 – Technical Qualification Program Structure



6.4 TQP Manager:

- 6.4.1 Develops paper and electronic versions of the General Technical Base and Functional Area Qualification Standards and ensure standards are updated as required.
- 6.4.2 In coordination with Supervisors, takes action to improve the EMCBC Technical Qualification Standards training program based on program feedback.
- 6.4.3 Conducts annual assessments, workforce planning and analyses to assess the impact of organizational changes to accurately forecast future needs, and recommend strategies to close or eliminate mission critical skill gaps.
- 6.4.4 Develops and maintains a list of recommended formal courses to satisfy EMCBC requirements for each functional area qualification standard and each EMCBC specific technical qualification in the TQP.
- 6.4.5 Assists supervisors in evaluating the training courses requested on TQRs to ensure that training objectives can be met.

- 6.4.6 Ensures that all TQP participants are aware of TQP requirements and the process for satisfying TQP requirements.
- 6.4.7 Issues a certificate of completion of the Technical Qualification Program to each successful EMCBC TQP participant.
- 6.4.8 Assists and supports TQP participants with ensuring the local and Corporate Human Resource Information System (CHRIS) training records are updated and complete.
- 6.4.9 Maintains a central list of Qualifying Officials by competency, ensuring they are properly certified and continue to receive refresher training to effectively serve in such a capacity.
- 6.4.10 Monitors and tracks progress of TQP participants and prepares reports periodically (i.e., quarterly and annually) that reflect same; and notifies supervisors, Assistant Directors, and Federal Project Directors of TQP participants who are delinquent in completing their required FAQs.
- 6.4.11 Ensure that TQP participants receive their TQR within 30 days of entering the position.

7.0 GENERAL INFORMATION

- 7.1 This procedure establishes the process for prescribing, documenting, tracking, monitoring, verifying, and completing Federal employee technical qualification requirements. The TQP is used to document participants' specific competencies and record their completion of certification requirements through equivalencies, education, demonstrated performance, on-the-job learning activities, etc. The TQP participant is responsible for maintaining all training/certification records during the time period the employee is completing the TQP requirements. Upon completion of the requirements, the Technical Qualification Record becomes the official record of the employee's technical competency and is maintained in the employee's official training record.
- 7.2 The TQP selection, training, and examination requirements are designed to ensure Federal employees are adequately trained and qualified to carry out independent duties in a safe and effective manner.

8.0 IMPLEMENTATION REQUIREMENTS

- 8.1 Annual Reviewing and Updating Position Descriptions and Technical Qualification Records of Incumbents:

NOTE: Employees leaving TQP positions should be reported to the TQP Manager and Human Resources by the supervisor within 15 days of such separation.

- 8.1.1 Supervisors ensure that elements of the technical qualification documentation under their cognizance remain current by conducting the following:
 - 8.1.1.1 An annual review of position descriptions and technical qualification records of incumbents to determine if revisions are necessary due to changes in mission requirements that affect TQP participants' duties and/or the addition of collateral or detailed assignments and/or lateral transfers.
 - 8.1.1.2 When necessary, update the TQP participants' position description and Technical Qualification Record.
 - 8.1.1.3 Approve all position descriptions and technical qualification record revisions and forward a copy of the revised documentation to the TQP Manager.
 - 8.1.1.4 Provide feedback to the EMCBC Training Committee for the Annual Needs Assessment
- 8.1.2 The TQP Manager will conduct an annual review of the TQP participants' files to:
 - 8.1.2.1 Ensure consistency between the PD, the TQR and the IDP.
 - 8.1.2.2 Verify that the requirements of this procedure have been met.
 - 8.1.2.3 Prepare an annual report on the status of the TQP and provide it to the EMCBC Director. The report shall include verification of current competency requirements for all TQP participants.
 - 8.1.2.4 The report will be provided to the EMCBC Training Committee for reference during the EMCBC Annual Needs Assessment.

8.2 Determining Technical Qualification Program Applicability for New Positions

- 8.2.1 Supervisor and TQP Manager coordinate applicable position requirements against the FAQS, Office/Facility Specific Standard and Position Description.
- 8.2.2 The Office/Facility Specific Standard and Position Description are forwarded to the Federal Project Directors and EMCBC Director for approval.
- 8.2.3 Approval of FAQS is forwarded to the participating EMCBC and SLA site supervisors and to the EMCBC Office of Human Resources (HR).

8.3 Determining the New or Incumbent Employee's Specific Qualification Competency Requirements

- 8.3.1 Supervisor obtains an electronic/paper copy of the GTBQS, and the applicable Functional Area and Office/Facility Specific Qualification Standards for each candidate from the TQP Manager. The supervisor reviews requirements and equivalencies (using input from employee, as necessary).
- 8.3.2 The supervisor determines if candidate will be required to complete additional training, a final oral interview, written examination, or oral board as part of his/her TQP qualification.
- 8.3.3 The supervisor informs TQP Manager of this decision and whether or not examination questions will be needed for the primary functional area qualification standard.
- 8.3.4 When all sections of the TQR have been satisfied, the supervisor signs the cover sheet and submits to the EMCBC Director or designee for review and concurrence (by signature).
- 8.3.5 The FTCP Agent or designee reviews the TQR and if in agreement, approves the TQR by signing the cover sheet, returns the original to the supervisor and forwards a copy to the TQP Manager.

8.4 Managing Written and Oral Examination Materials

- 8.4.1 The TQP Manager, in coordination with the supervisor and the EMCBC FTCP Agent, develops written exam questions or oral questions if so indicated on the TQR for the General Technical Base and Functional Area Qualification Standards. Maintains an examination bank of questions for use when requested by the candidate's supervisor.
- 8.4.2 Supervisor prepares office/site/facility specific and/or oral board questions for Qualification Candidates requiring them as determined in the FAQS.
- 8.4.3 EMCBC FTCP Agent and Supervisor reviews and approves written exam and/or oral board questions.
- 8.4.4 The TQP Manager shall develop sufficient numbers of questions to create remedial exams, as necessary (refer to Section 8.8 of this procedure for additional information on remedial exams). Examination and oral board questions shall be developed using the following documents as reference:
 - 8.4.4.1 DOE-HDBK-1204-97, "Guide to Good Practice for the Development of Test Items."

8.4.4.2 DOE-HDBK-1205-97, “Guide to Good Practice for the Design, Development and Implementation of Examinations.”

NOTE: Examination questions are chosen from Department-wide and applicable office/site/facility specific written examination banks. Department-wide exam bank questions are provided by the TQP Manager as requested.

- 8.4.5 Supervisor and the TQP Manager coordinate and assemble the written examination/oral board questions.
- 8.4.6 Supervisor ensures written examination scheduling and administration.
- 8.4.7 FCTP appoints oral board chairperson and board members.
- 8.4.8 TQP Manager disseminates oral board questions to board members and arranges oral board scheduling and administration.
- 8.4.9 Qualification Candidate completes written examination and/or oral board.
- 8.4.10 Supervisor grades the written examination. The Qualification Candidate must achieve at least 80% overall to receive a passing score.
- 8.4.11 If passed, supervisor signs off Qualification Candidate’s qualification requirements and forwards completed written examination to TQP Manager.
- 8.4.12 TQP Manager ensures the written examination is filed in the Qualification Candidate’s Individual TQP Record.
- 8.4.13 Board Chairperson, based on satisfactory completion of the oral board, signs off on the Qualification Candidate’s qualification requirement.

8.5 Designating Qualifying Officials

- 8.5.1 The Supervisor and FTCP Agent coordinate as qualifying officials for employees who participate in the TQP. It is recognized that supervisors cannot be expected to have a level of expertise in all competency areas in the General Technical Base and Functional Area Qualification Standards. To address this, Immediate Supervisors can identify other subject matter experts at the EMCBC and SLA sites who may serve as qualifying officials and sign off on the TQP participant’s completion of various learning activities on the TQR. All qualifying officials should have programmatic responsibility or expert technical knowledge or directly-related substantial work experience in the competency and/or functional area.

8.5.2 Supervisor provides a list of names and subject matter areas of qualifying officials for each TQP participant to the TQP Manager.

8.5.3 The self-study material will also be provided to supervisors who serve as qualifying officials.

8.6 Conduct of Qualification Activities

8.6.1 Supervisor monitors Qualification Candidate's qualification progress and assists the Qualification Candidate in enrolling in formal training courses. The supervisor uses the Competency-to-Course matrix provided by TQP Manager in the selection of formal courses for the Qualification Candidate and signs off on qualification documentation.

8.6.2 Qualification Candidate prepares for qualification requirements by reviewing the applicable qualification standard, including applicable references such as DOE Orders, facility procedures, drawings, system descriptions, training materials, etc. They also enroll in formal training or schedule a qualification walk-down with a qualifying official, as required, using only those references allowed by the applicable qualification standard. Qualification candidates complete self-study material as required.

8.6.3 Qualifying Official schedules qualification walk downs with Qualification Candidate as requested and prepares for the walk down by reviewing applicable references and obtaining necessary materials (e.g., example scenarios, occurrence reports, system descriptions).

8.6.4 Qualifying Official ensures Qualification Candidate can demonstrate proficiency in the competencies and completes documentation to show completion of competencies in their TQR.

8.7 Final Qualification Requirements

8.7.1 Supervisor conducts an informal oral interview with Qualification Candidate.

8.7.2 Personnel in all functional areas will be required to complete a final oral interview with the Immediate Supervisor. This is an opportunity for the supervisor to review the qualification record with the Qualification Candidate, discuss basic questions and various topics from the record, provide Management's expectations for performance from a fully qualified employee, and receive feedback from the Qualification Candidate about the qualification program. At the supervisor's option, this oral interview can take place as part of a facility walkthrough.

8.7.3 If applicable, Qualification Candidate completes a final Comprehensive written examination.

8.7.4 If applicable, Qualification Candidate completes an Oral Board.

8.8 Employee Remediation

8.8.1 If the Qualification Candidate fails to meet any qualification competency, the Immediate Supervisor performs the following:

8.8.1.1 If the failure involved an individual qualification competency, informs the Qualification Candidate that 7 days of remedial training will be provided prior to retesting.

8.8.1.2 If the failure involved a final qualification activity, informs the Qualification Candidate that up to 30 days of remedial training will be provided prior to retesting.

8.8.1.3 Assists Qualification Candidate in identifying study materials based upon demonstrated weak areas.

8.8.1.4 As appropriate, ensures Qualification Candidate is relieved of other duties during remedial training period.

8.8.1.5 Recommends retesting upon completion of remedial training.

8.8.1.6 Qualification Candidate studies the required materials to prepare for retesting and participates in retesting.

8.8.1.7 Upon two consecutive failures of a comprehensive written examination and/or Oral Board, the supervisor will recommend and initiate action in accordance with the applicable sections of IP 361-01 (DOE-EMCBC Training and Qualification for Federal Employees).

8.9 Continuing Training

8.9.1 Supervisors ensure qualification programs under their cognizance are conducted in accordance with the following requirements:

8.9.1.1 Qualification renewal is not required nor are there any requirements employees to re-qualify. Senior Technical Safety Managers and Facility Representatives are required to perform qualification renewal. Renewal for STSMs is every five years and every three years for Facility Representatives.

8.9.1.2 Qualified employees shall maintain proficiency through continuing training programs and/or field experience.

8.9.1.3 Continuing training activities shall be documented in the employee's Individual Development Plan (IDP).

8.10 Reinstatement of Federal Employees

8.10.1 Supervisors ensure a management review of competencies is conducted when employees do not perform work associated with their areas of qualification during a two year period and/or do not maintain proficiency in those technical areas (e.g., via formal training, self-study).

8.10.1.1 These employees may be required to do self-study, OJT, attend courses, etc., to improve proficiency.

9.0 RECORDS

9.1 The following documents generated by this procedure must be transmitted to Enterprise Training Service (ETS) for processing in accordance with IP-243-03, Rev. 1, "Identifying, Filing, and Maintaining Records."

9.1.1 List of personnel in the Technical Qualification Program and their assigned primary functional area;

9.1.2 Written Examinations;

9.1.3 Technical Qualification Program records including TQR's;

9.1.4 Training Activity, Attendance, and Completion Sheets; and

9.1.5 Required Reading Review Records.

9.2 Individual Training Records include:

9.2.1 Copies of completed training Activity Attendance Sheets and Course Descriptions, Grade Sheets;

9.2.2 Copies of IDPs;

9.2.3 Copies of any training waivers or equivalencies granted;

9.2.4 Copies of any exemptions granted; and

9.2.5 Technical Qualification Program completion certificates.

9.3 Official Technical Qualification Record

9.3.1 Supervisor and employee provide the following records to the TQP Manager for input into the official technical qualification files:

- 9.3.1.1 Copy of the TQR and semiannual updates;
- 9.3.1.2 Qualification requirements equivalency documentation (if applicable);
- 9.3.1.3 Completed written and oral examinations;
- 9.3.1.4 Copies of certificates, attendance rosters, or other evidence of completed training; and
- 9.3.1.5 Results of post-qualification feedback interview (if applicable).
- 9.3.2 TQP Manager ensures the following official Technical Qualification Records are maintained:
 - 9.3.2.1 Listing of personnel in the TQP and each participant's assigned primary functional area.
 - 9.3.2.2 A TQR for each Federal employee must contain:
 - 9.3.2.2.1 Partially completed TQRs indicating progress of candidate (the original if the individual is qualified);
 - 9.3.2.2.2 Qualification requirement exemptions and equivalencies with supporting documentation;
 - 9.3.2.2.3 Completed written and oral examination results;
 - 9.3.2.2.4 Certificates, attendance records, or other evidence of completed training requirements;
 - 9.3.2.2.5 Results of post-qualification feedback interviews;
 - 9.3.2.2.6 Office/Facility specific qualification standards;
 - 9.3.2.2.7 Approved written and oral examination banks;
 - 9.3.2.2.8 Final (i.e., completed) TQRs for fully-certified TQP participants; and
 - 9.3.2.2.9 Annual audit of the official qualification files and distribution of Federal employee qualification status reports for the validating records accuracy.

10.0 ATTACHMENTS

10.1 Attachment A - List of FAQs

10.2 Attachment B – Technical Qualification Record

10.3 Attachment C – Certification of Qualification

List of FAQs

To obtain a complete list or the most recent version of the FAQs, please go to the following website: <http://www.fctp.org/directives/QualStdSchedule.asp>

| Qualification Standard | Qualification Standard Number | FTCP Approved |
|---------------------------------------|--------------------------------------|----------------------|
| Deactivation and Decommissioning | DOE-STD-1166-2003 | 2009-09 |
| Emergency Management | DOE-STD- 1177-2004 | 2004-01 |
| Environmental Compliance | DOE-STD-1156-2002 | 2002-10 |
| Environmental Restoration | DOE-STD-1157-2002 | 2002-11 |
| Facility Representative | DOE-STD-1151-2002 | 2002-04 |
| General Technical Base | DOE-STD-1146-2007 | 2007-12 |
| Industrial Hygiene | DOE-STD-1138-2000 | 2000-07 |
| Occupational Safety | DOE-STD-1160-2003 | 2003-03 |
| Quality Assurance | DOE-STD-1180-2002 | 2002-04 |
| Radiation Protection | DOE-STD-1174-2003 | 2004-01 |
| Safeguards and Security | DOE-STD-1171-2003 | 2003-11 |
| Safety Software Quality Assurance | DOE-STD-1172-2003 | 2003-11 |
| Senior Safety Technical Manager | DOE-STD-1175-2006 | 2006-10 |
| Technical Program Manager | DOE-STD-1178-2004 | 2004-02 |
| Transportation and Traffic Management | DOE-STD-1155-2002 | 2002-09 |
| Waste Management | DOE-STD-1159-2003 | 2003-01 |

**Department of Energy
Environmental Management Consolidated Business Center**



Technical Qualification Program

Technical Qualification Record

Candidate:

Position:

Series-Grade:

Site /Office/Project:

The above named candidate has satisfactorily completed the Technical Qualification Program requirements for this position within the Department of Energy:

Technical Qualification Records Completed:

Supervisor: _____

Date: _____

Director: _____

Date: _____

Date Entered TQP: _____

Date Completed TQP: _____

Attachment C

United States Government

Department of Energy
Consolidated Business Center

memorandum

DATE:

REPLY TO

ATTN OF: Supervisor

SUBJECT: CERTIFICATION OF QUALIFICATION (Name of Candidate)

TO: Office of the Director

This memorandum is to verify that **(Name of Candidate)** has satisfactorily completed the Technical Qualification Program requirements for a **(Title of Position)** at the **(Name of Facility)**. These requirements include the Department of Energy's qualification standard for **(Functional Area)** along with site/office specific competency requirements for the (Site/Office where the employee is assigned) in this position. Following validation of all qualification cards and successful completion of applicable examinations, an interview/oral board was conducted and **(Name of Candidate)** responses to inquiries were deemed acceptable.

A Technical Qualification Record for **(Name of Candidate)** has been submitted to the Technical Qualification Manager (Facilitator).

Signature of Supervisor

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|-----------------|-------------------------------|--------------------------|-------------|
| 1 | Initial Program Description | All | 5/20/08 |

| CONTROLLED DOCUMENT CHANGE REQUEST | |
|---|--------------------|
| DATE: <u>4/21/08</u> | |
| INITIATOR: <u>M. Boyd</u> | |
| INITIATOR PHONE NUMBER: <u>6 - 0576</u> | |
| DOCUMENT AFFECTED: _____ | |
| SECTION: _____ | PARAGRAPH #: _____ |
| CONTROLLED NUMBER : _____ | PARAGRAPH #: _____ |
| NEW CONTROLLED NUMBER: _____ | |
| PROPOSED REVISION: _____ | |
| _____ | |
| _____ | |
| JUSTIFICATION: <u>Initial Program Description</u> | |
| _____ | |
| _____ | |
| _____ | |
| Requested by: <u>T. J. Jackson</u> | DATE: _____ |
| Approval: _____ | DATE: _____ |
| Associate Director | |
| Assigned to: <u>M. Boyd</u> | DUE DATE: _____ |

| Document Review Record Sheet | | | | |
|---|-------------------------|------------------------|----------------|--------------------------|
| Document Title | TQP Program Description | | | |
| Control Number PD-361-03 | Revision No. 1 | Date Issued for Review | | |
| The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments | | | | |
| To: L. Chafin | Extension: 60461 | By: | | |
| Additional Instructions: | | | | |
| Reviewer | Approve | Approve w/Comments | Do Not Approve | Signature of Reviewer |
| B. Fain | | | | |
| M. Roy | | | | |
| W. Best | | | | |
| L. Schlag | | | | |
| H. Taylor | | | | |
| R. Holland | | | | |
| T. Brennan | | | | |
| R. Everson | | | | |
| T. J. Jackson | | | | |
| J. Craig | | | | |
| Comments may be attached to a separate sheet of paper | | | | |
| APPROVE: Signifies the reviewer's acceptance of the document issued for review. | | | | |
| APPROVE w/comments: Signifies the reviewer's overall acceptance of the document regarding concept, practice, implementation, provisions and assigned responsibilities. However, the reviewer has suggestions as to the organization of its contents or helpful additions and/or deletions. These comments are termed "non-mandatory comments" and do not require formal resolution between the reviewer and preparer. | | | | |
| DO NOT APPROVE: Signifies that the reviewer has identified significant problems regarding concept, practice, implementation or responsibilities that render the document unacceptable and/or not in conformance with stated requirements. Such problem areas must be clearly identified by the reviewer. It is mandatory for the preparer to resolve these comments with the reviewer document the resolution and obtain the reviewers concurrence for the resolution. The reviewer's written concurrence with the resultant change in disposition shall be documented on this form. | | | | |
| General Review Comments: | | | | |
| When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition: | | | | |
| Designated Reviewer | Concur | Do Not Concur | Signature | Date |
| | | | | |
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